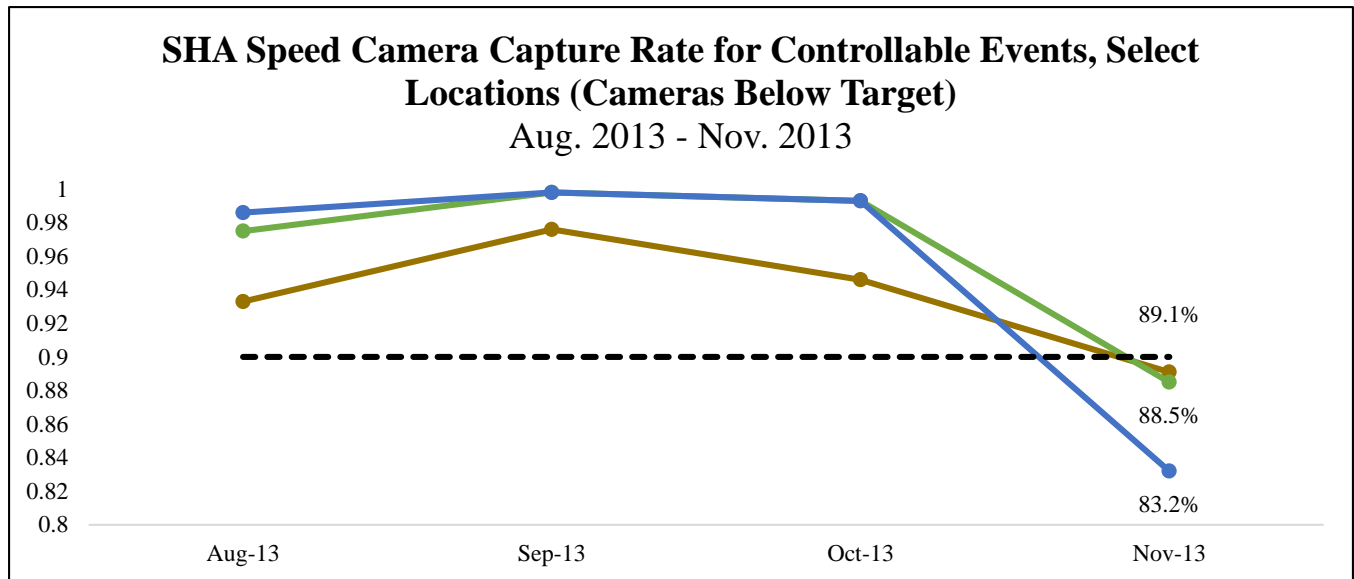


Meeting Summary

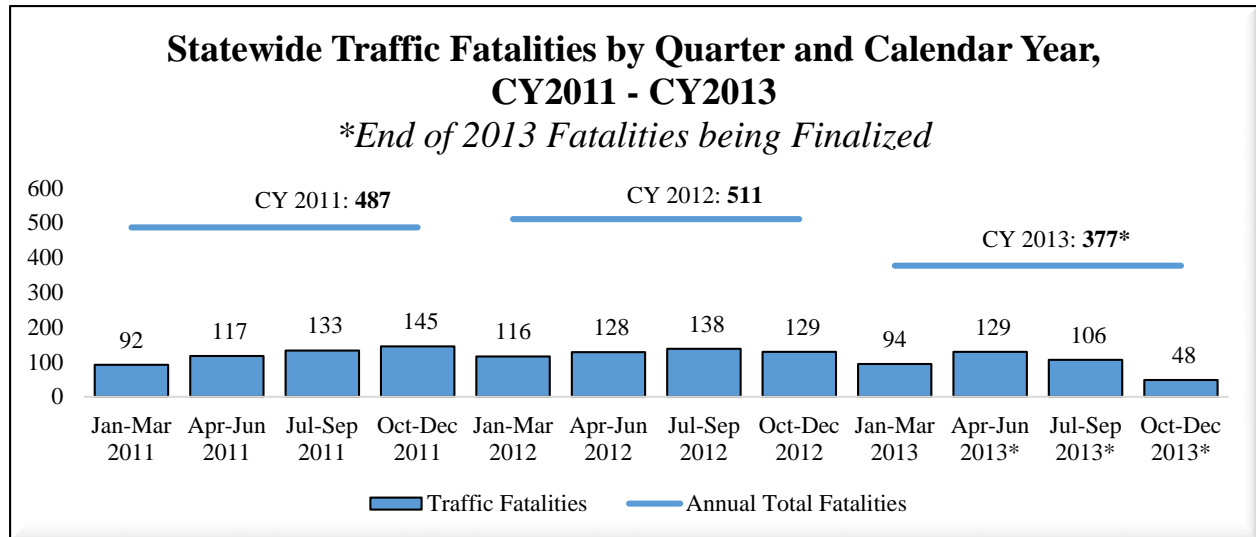
Agency: State Highway Administration (SHA)

The following is a summary of the issues that were discussed at the SHA Stat on January 29th, 2014. Analysis is provided by StateStat.

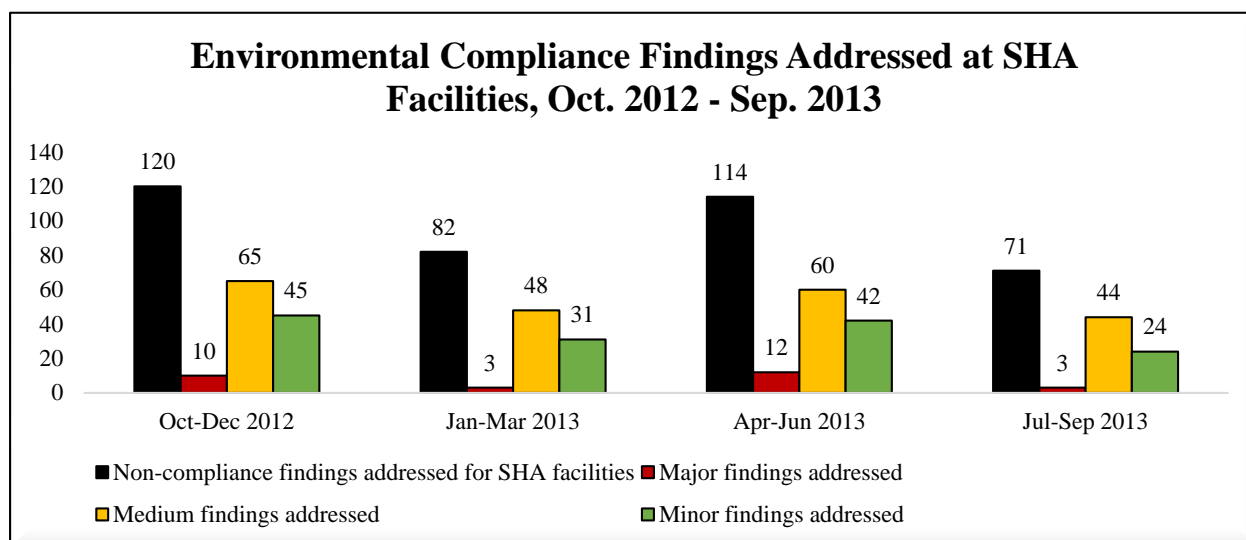
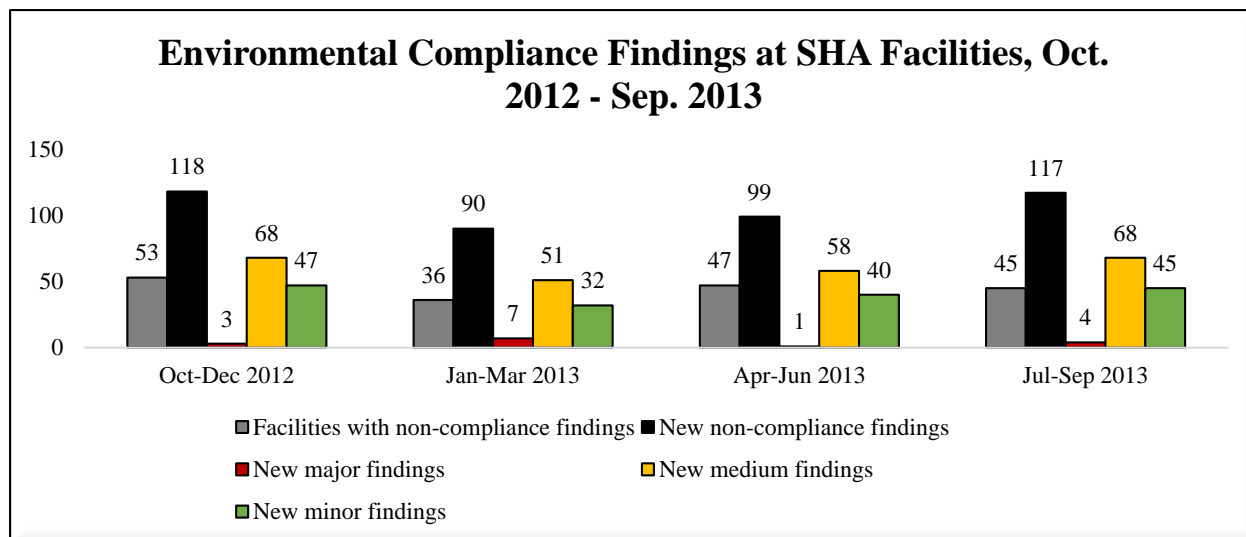
- **Liberal Leave in Effect Today.** State Employees have liberal leave today, mostly due to 5-6 inches of snow on the Eastern Shore. The roadways are in decent condition in most of the state, SHA reported. County roads are in worse condition in South and East MD.
- **Administrator Peters' Opening Remarks.** Not counting last night's storm, SHA has spent over \$66 million so far in winter 2013/2014 – compared to \$46 million budgeted. Including last night, there have been 23 statewide activations plus an additional 7 which were only in Western MD.
- SHA is working with MDOT right now to determine how much funding the Department will be able to assist with, determining how much in state dollars SHA will have to pull from the Capital program funds. MDOT will need to make a budget amendment to transfer Capital funds. When state offices are closed, the policy is that SHA employees, even though they are essential, earn double-time. The increase in closures this winter has therefore caused more OT funds expended.
- **Decreased Federal Funding could Impact SHA Projects this Fiscal Year.** SHA reported that a pervasive problem across its projects is a lack of federal funding. SHA is planning scenarios to adjust its budgets to compensate for withheld federal funding, which could take effect as soon as this fiscal year, SHA reported.
- **Upcoming Meeting with Governor O'Malley, Governor McAuliffe, and Mayor Gray.** Director Power informed SHA that soon Governor O'Malley will be meeting with the Mayor of Washington D.C., Vincent Gray, of Governor of Virginia, Terry McAuliffe. SHA was already aware of this meeting, but Director Power informed SHA that it would be an opportunity to propose projects to D.C. and Virginia. Deputy Chief of Staff Sam Sidh reported that SHA has prepared a list of projects that would be on better footing with Virginia support. SHA will provide this of projects as a follow up item.
- **Speed Cameras: Capture Rate for Controllable Events Falls below Goal in Several Locations.** In November the capture rate for controllable events fell below the agency-set goal of 90 percent for 3 SHA speed cameras. The panel asked SHA to explain why these cameras' capture rates fell below the goal. The data, with the cameras' locations redacted, a re shown in the chart below.
- SHA reported that its speed cameras are on at all times, not just during road work. 80 percent of all injuries/deaths from accidents in work zones are to the driver, not to roadwork employee. SHA had found that cloudy and snowy weather had prevented solar power from operating effectively on the sign boards which show drivers their speed. SHA agreed to follow up with the vendor on other reasons driving these three cameras below target.



- Preliminary Data Show Decrease in Traffic Fatalities in 2013.** While Law Enforcement agencies statewide are still in the process of submitting and finalizing their final 2013 crash reports to the Maryland State Police (MSP), preliminary data from SHA's template show a decrease in the number of traffic fatalities in 2013. The panel should note that 2013's traffic fatality total is highly dependent on the number of crash reports still outstanding. However, preliminary data from the first three quarters of CY2013 show fewer crashes than all equivalent quarters from CY2012. This could indicate a decrease in total traffic fatalities in 2013. MDOT's Highway Safety Office is aiming for March or April to finalize 2013's traffic fatality data. SHA pointed to the Maryland National Capital Park and Planning Commission as a source for outstanding 2013 crash reports. 6 or 7 known crash reports are outstanding from MD-NCPP according to SHA. If the number of fatalities shown in the preliminary data hold, then CY 2013 will have had the fewest traffic fatalities in decades in Maryland. As a follow up item SHA will work with MVA to start working on final 2013 traffic fatalities AND pedestrian fatalities maps.
- SHA reported that MSP Superintendent Col. Brown is attributing the decrease to better targeting of DUI patrols. Much of the funding is provided through the MD Highway Safety Office, after being received from USDOT. SHA agrees that MSP helped significantly to drive down fatalities in 2013.



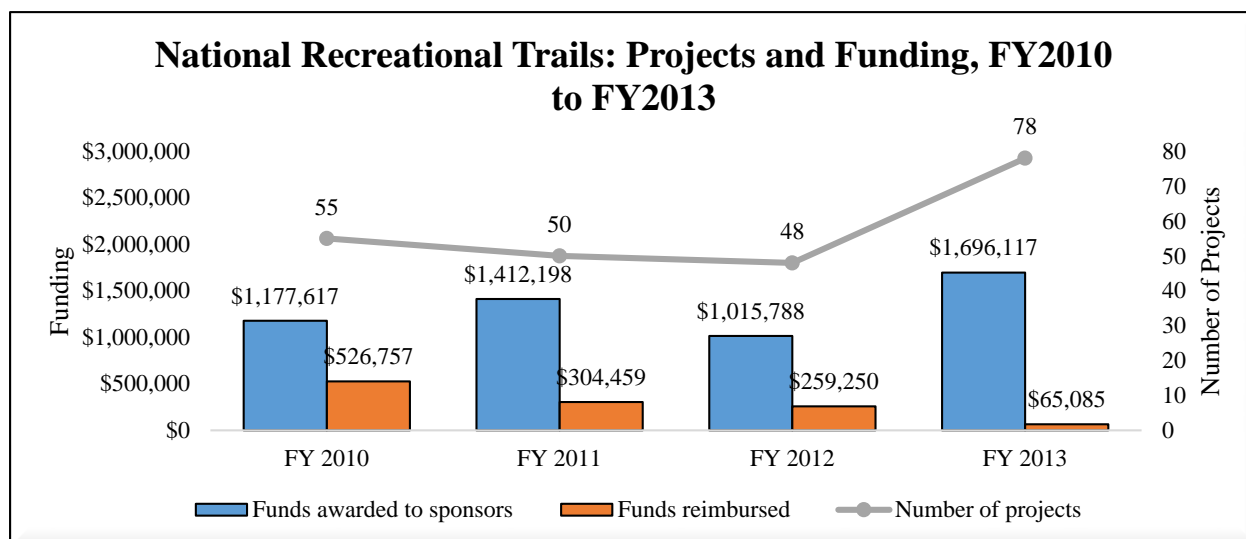
- More Environmental Non-Compliance Findings in Q3.** Data from SHA's template through Q3 of CY2013 (i.e., through the end of September), show increases in the number of non-compliance findings from environmental audits. These internal audits are performed continually by the MDOT Office of Environmental Programs. As seen in the first graph below, Q3 had 117 total findings. Q3 had more major, medium, minor, and total findings than did Q2. SHA only addressed 71 findings in Q3 of 2013, the least of any quarter since Q2 2012. The increase in new findings was tied to an increase in total inspections performed, SHA reported. As a follow up item SHA will provide monthly data on the number of facilities where inspections were performed and the total number of inspections performed.
- Director Power asked why the number of findings addressed has decreased. SHA expects that the number of findings addressed will increase in Q4 in response to the increase in findings in Q3. StateStat agreed to check whether this holds in the Q4 data, at next month's stat.
- As an additional follow up item the agency will provide the written guidelines on what defines major, medium, and minor environmental non-compliance findings.



- Funds Reimbursed for National Recreational Trails Projects Decreased Last Fiscal Year.** SHA tracks in the Environmental Compliance section of its data template funds awarded and reimbursed to sponsors for national recreational trails projects. The data are tracked by fiscal year, so only data through the end of FY2013 (i.e., through the end of July 2013) are available. The data show a significant increase in the number of such trails projects in FY2013, as seen in the graph below. Funding awarded to sponsors also increased. Funds reimbursed in FY2013 were only \$65,085, many times less than in previous fiscal years.
- Sponsorship can mean either government or corporate sponsors. The sponsorship are in the order of \$35 to \$40 thousand. DNR partners on many projects. SHA pushes the partners to move faster by helping them with permits, writing letters, offering help, etc. A large percentage of the dollars committed to trails go directly to DNR. As a follow up item SHA

will provide a list of ongoing trails projects. Federal DOT has been pushing SHA harder to get funding reimbursed.

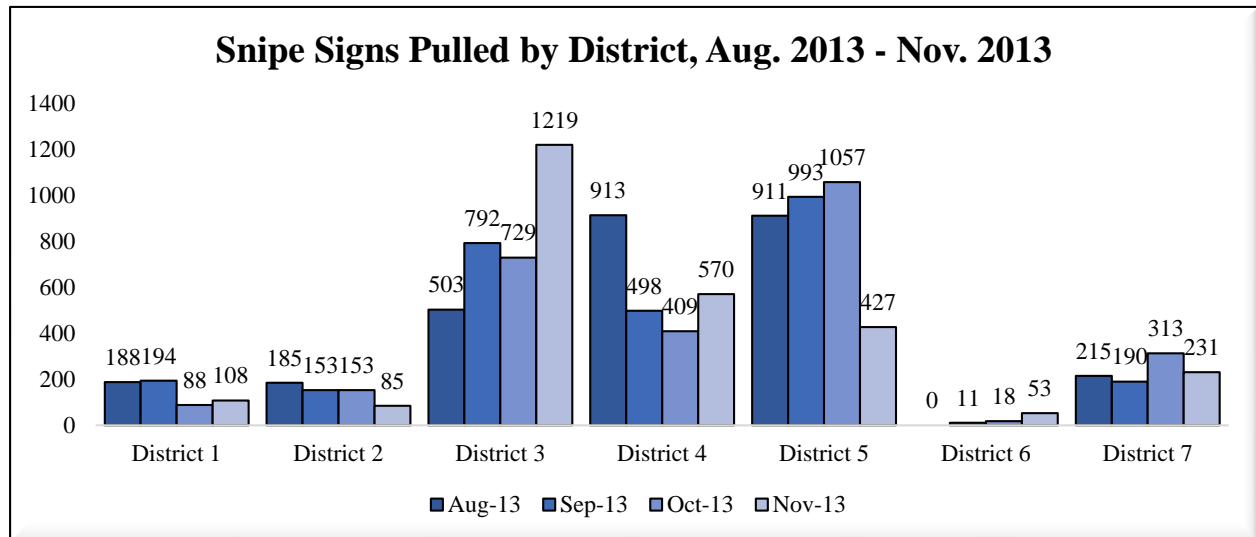
- Projects submit applications to SHA for funds. Most projects which are fleshed out get funding, because there are not many large trails projects competing for funds. Trail repair, signage, benches, equipment, etc. count as trails projects. The funding is considered federal funding. SHA works with Heritage Areas on the trails projects.



- **Scenic Byways Federal Funds not Available for Forseeable Future.** The National Scenic Byways Program preserves and enhances roads nationwide "...based on their archaeological, cultural, historic, natural, recreational, and scenic qualities." Federal funding from the Federal Highway Administration, part of UDOT, will not be available in federal budgets for at least the next several years, i.e., possibly until Congress becomes more amenable to resuming funding for the program. As a follow up item SHA will provide an update on the future of the Scenic Byways Program's funding in Maryland, given that there will not be any federal funding for the foreseeable future. SHA might put advertisements on trails, adhering to federal rules on advertising along scenic byways. SHA will bring the program manager for Scenic Byways to the next stat.
- **November Increase in Snipe Signs Pulled in District 3.** SHA removes illegal signage (called Snipe Signs) from State roadways, fining anyone caught placing such signs at least \$25. Maintenance crews monitor for snipe signs, but as a secondary activity, i.e., they stay on the lookout for signs while performing their primary maintenance duties. StateStat and SHA discussed in pervious stats the steps it takes to try to diplomatically resolve sign issues, before trying to issue fines.
- From November to December the number of snipe signs pulled in District 3 increased from 729 to 1,219. All other Districts besides 2 and 5 also saw an increased number of snipe signs pulled in November. In District 2, SHA changed program coordinators, the agency reported. The new coordinator is making sure that community outreach and contacts are priorities, which the previous director did not do previously. In future months SHA expects the number

of signs pulled in district 2 to increase as a result. SHA explained the increase in signs pulled in district 3 by pointing to illegal signage for car and life insurance.

- When political signs need to be pulled, SHA documents the location of the sign and ensures that the sign is in the right of way before pulling. The sign is kept at an SHA facility and awaits pickup. Legislation explicitly forbids fining for any political signs.

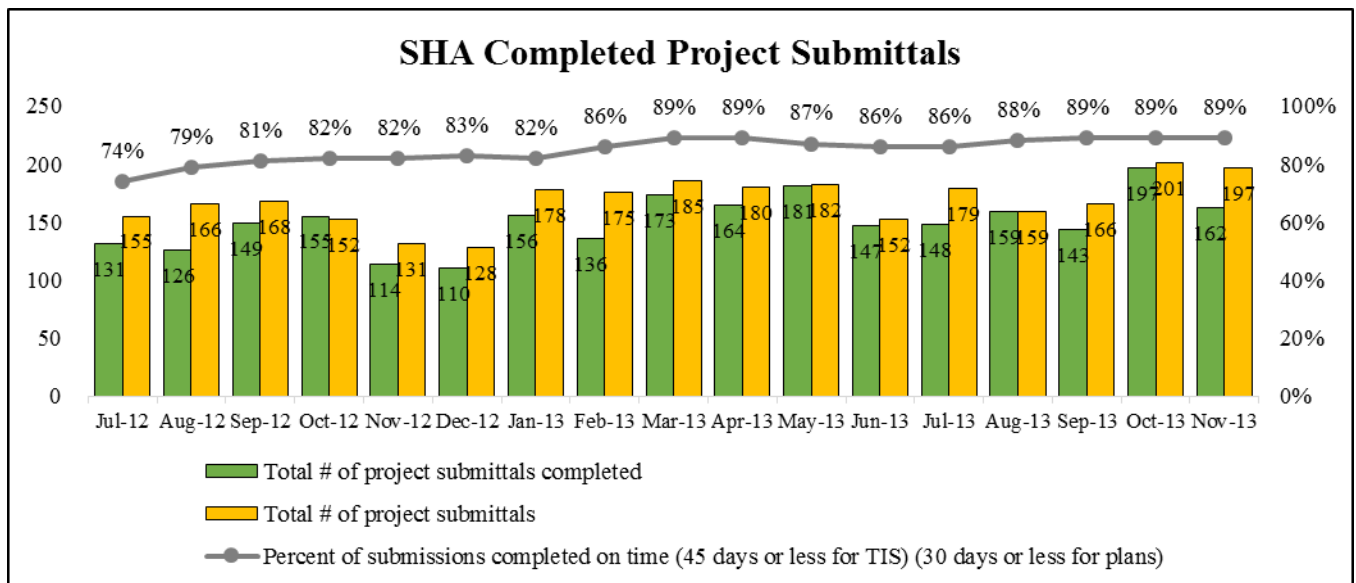
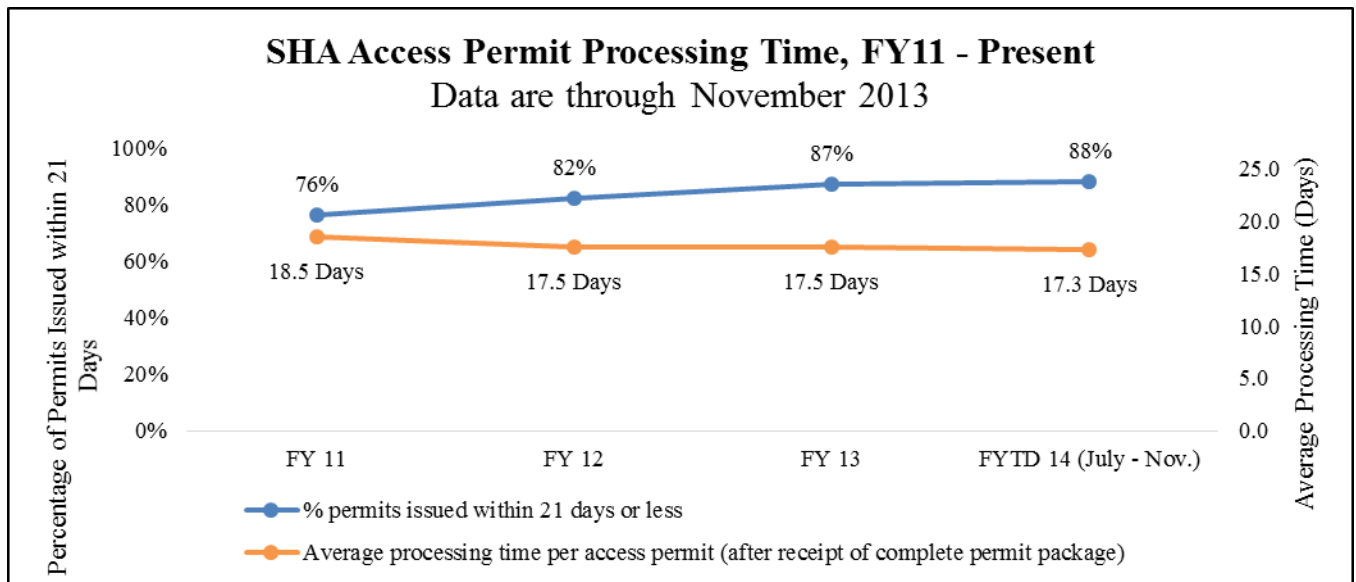


- **New Metrics of Permit Issuance will have Data Available in June.** SHA reported at the previous stat that it is in the process of adding additional data to its templates on the issuance of access permits and processing of project submittals. As a follow up item, SHA was asked to detail which new data series are being added. SHA responded that the data will be gathered by April 30th, and available in the data template by June. SHA also listed what new data series will be available. This list is shown in the table below.

SHA Access Permit and Submittal Data: Being Added to Template Starting in April 2014

- The number and percent of project submissions that completed triage within seven days or less.
 - The average review time for traffic impact studies and plan reviews will be tracked for Type 1 and Type 2 (more complex) projects.
 - Traffic studies will be monitored for completion within 45 days or less regardless of the type.
- Completion of Project Plans
- Plans for Type 1 projects will be completed within 30 days or less
 - Type 2 project will be completed within 45 days or less.

- The large and most complex projects are defined as Type 3 projects. The review time will take 60 days or less unless the project involves Interstate Access Point Approval (IAPA), design exceptions, breaks in access controls, right of way, or other more time consuming activities. The tracking and measurement of Type 3 projects will be evaluated based upon the projected review time for the project specific elements.
- The target measurement goal will be 90% complete for Type 1, 2, and 3 projects.



- **SHA Details Actions Taken to Drive Up On-Time Issuance for Highway Access Permits.** To address plateauing rates of on-time project submittals and on-time access permit issuance, SHA was asked as a follow up item to list all actions currently being taken to drive down processing times for access permit applications and project submittals. SHA's full

response is included below. This document covers all steps the agency took in CY2013 to increase on-time issuance for access permits. SHA provided this document to StateStat on January 23rd.



ACCOMPLISHMENTS ASSOCIATED WITH THE ACCESS PERMIT STAKEHOLDER RECOMMENDATIONS

November 2013

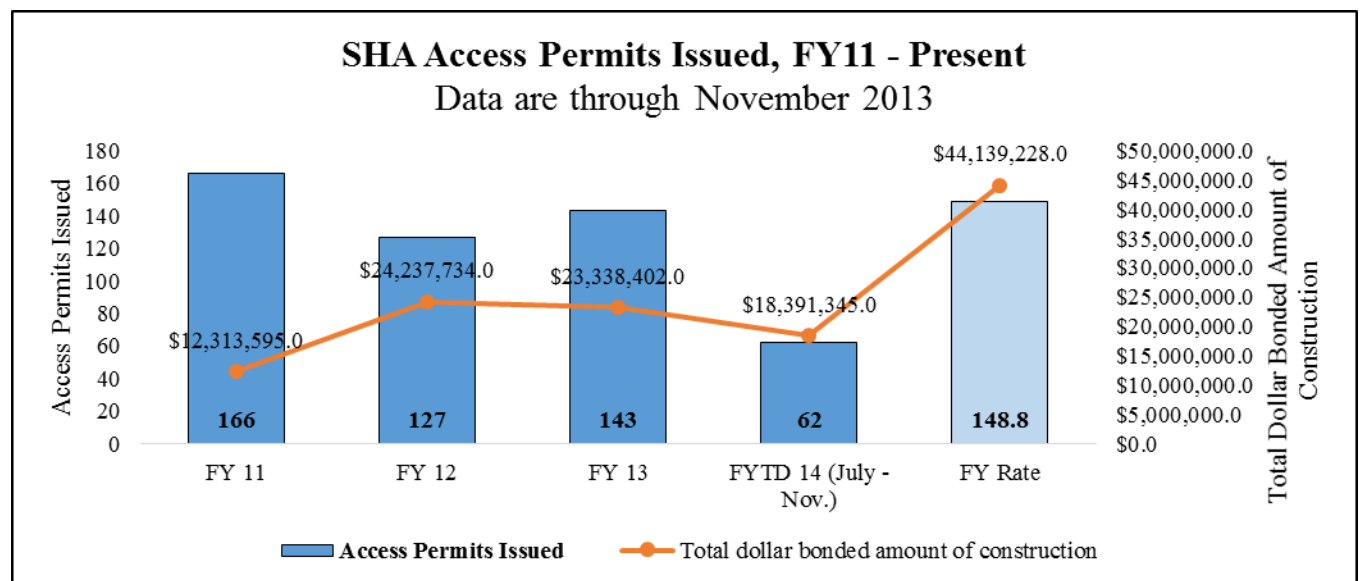
In 2013, the State Highway Administration (SHA) continued with activities to implement the Governor's Highway Access Permit Stakeholder Task Force Recommendations. The SHA effort focuses on improving the timeliness, consistency, predictability, and transparency of the process to make it easier for businesses to do business in Maryland. The focus of the efforts makes it easier for businesses to obtain an access permit and support economic development while protecting the safety and integrity of the roadway network. The following list of accomplishments outlines progress of key elements from the Stakeholder Recommendation Report.

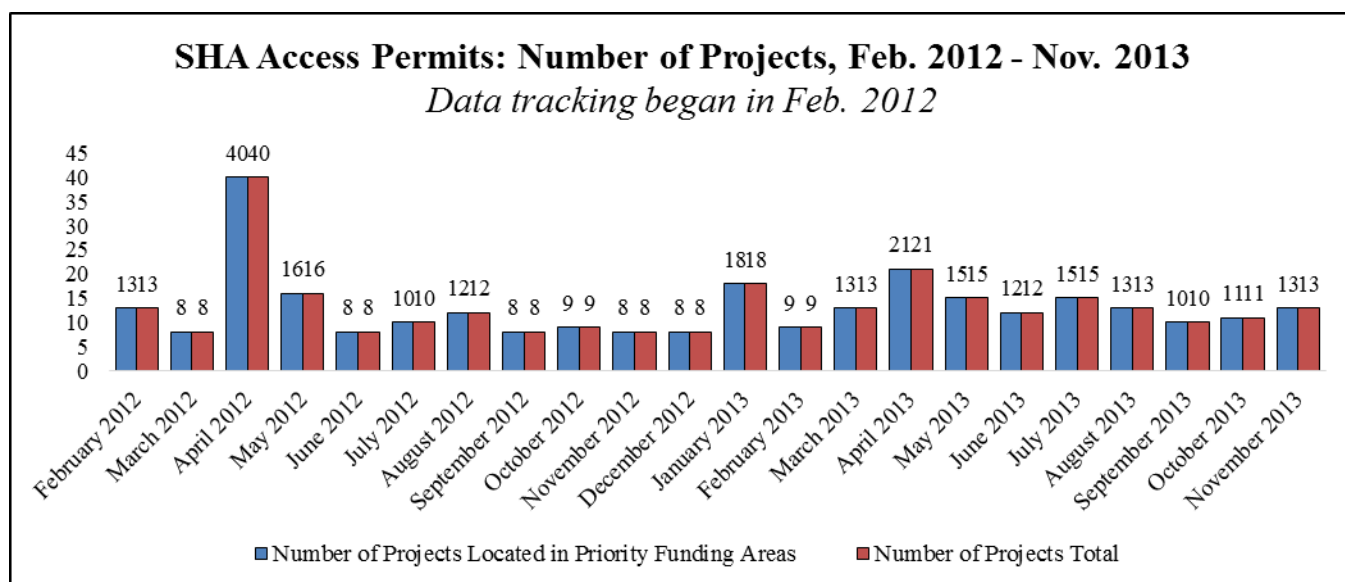
- Implemented staffing changes & reorganized the Access Management Division to:
 - Established regions to balance workloads across the state
 - Increased Regional Engineers from three to four staff
 - Increased number of reviewers from five to seven staff
 - Implement a structured team approach with increased focus on the technical elements of projects
 - Develop expertise in traffic engineering and hydraulic design to improve communication and reduce review times
 - Develop a permit review team with project coordinators for each project to improve efficiency and accountability
- Implemented a single point of contact to improve coordination with developers and their teams
- Developed and implemented a database to manage, monitor and track project progress
- Implemented SHA tracking number system to assist in monitoring project process and product delivery.
- Implemented a triage process to improve customer service to:
 - reduce average number of project review cycles from between 8 to 12 reviews to between 4 to 6 reviews (the number is dependent on the customer's engineer and the accuracy, completeness, and compliance with requirements)
 - identify incomplete submissions and/or missing information for corrective action to reduce lost time (this saves approximately 2 weeks to one month of overall review time)
- Implemented performance tracking with meetings to monitor status
- Implemented monthly StateStat updates on performance
 - For 2013, 88% of permit were issued within 21 days or less
 - For 2013, 87% of all submissions were completed within 45 days for TIS and 30 days for plans
- Implemented Annual Attainment Report of Transportation Performance measure tracking
- Introduced web site changes to share information with customers including:
 - Online project status page to check on progress
 - Plan checklist to assist developer's engineers
 - Create new final permit application to improve completeness of permit packages from engineers
- Education and training of customers and staff
 - External Customers
 - Implemented a permit checklist for guidance in preparing plans
 - Conducted training
 - American with Disabilities Act (ADA) guidance and compliance
 - Bicycle compatibility
 - Access permit, design, and plan elements
 - Review processes (TIS, Pre-Permit Engineering Plan Review, Permit Issuance)
 - Outreach to Maryland Municipal League (MML) and Baltimore Regional Transportation Board

- Internal
 - Conduct regular meetings to discuss issues and direction
 - Developed How to manuals by County to assist staff
 - Evaluate changes in the Access Manual to update the processes and criteria
 - Increased communication with developers and engineers
 - Provide draft comment letters to engineers to improve clarity, prompt clarification questions and reduce repeated review cycles
 - Invite other agencies to meetings to reduce conflicting comments between agencies
 - Conduct project specific meetings and one-on-one process meetings with individual firms to improve communication and understanding of process and criteria
-

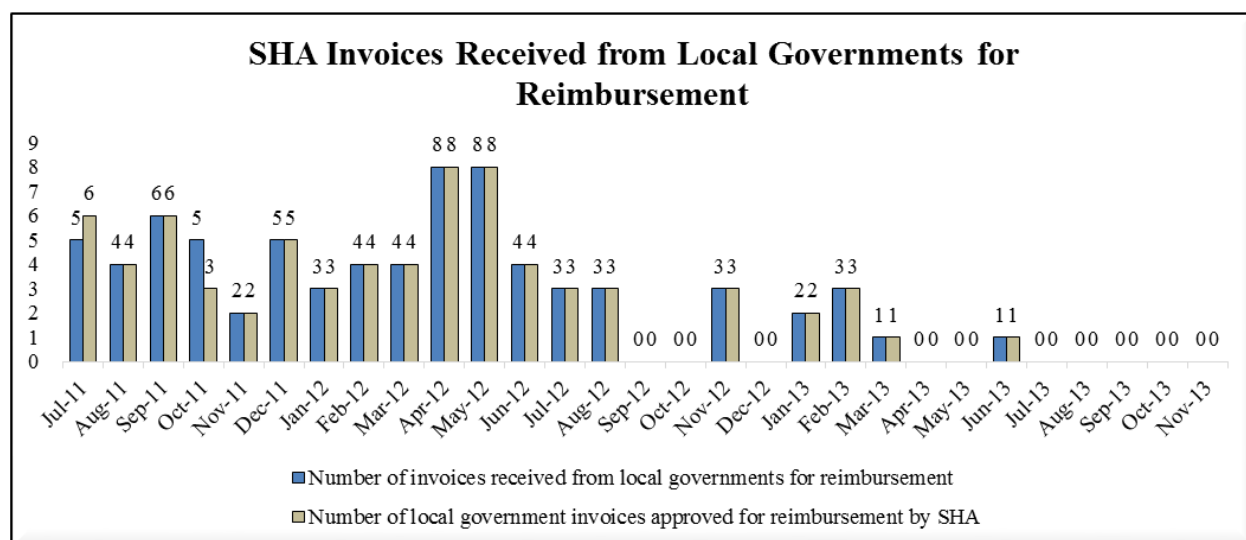
- **Simultaneous Applications for Access Permits and Right-of-Way.** As a potential means to speed the processing of access permits, the possibility of parallel tracking for obtaining access permits and right-of-way was discussed at the previous stat. SHA was asked as a follow up item to detail guidelines for when access permits and right-of-way can be pursued on parallel tracks, and when they cannot. SHA responded with background information on when developers need to approach owners of private property and/or local governments to make an offer for the right of way. Currently, instead of paying the cost of expanding projects onto private property, developers often scale down their projects' design requirements, making the project small enough to fall entirely outside of private property. However, these projects often lead to the future need to expand right of way, in which case SHA becomes financially responsible. SHA agreed to add this information on right-of-way applications to the FAQ section of its website.
- There are cases where SHA processes access permit applications assuming that the right of way will be obtained. This is problematic in many counties and jurisdictions because they sometimes want to have an access permit issued before the right of way is pursued. SHA has found that trying to pursue both access permits and right-of-way at the same time is difficult because of this. As a follow up item the agency will clarify which counties and jurisdictions allow for parallel tracking for apply for access permits and the right-of-way.
- **SHA Provides Additional Details on Scope of Projects on Hold.** SHA reported at the previous stat that access permit applications which had been on hold are now resuming. The agency was asked exactly how many of these projects are now resuming, as a follow up item to the previous stat. The agency responded that statewide, there are over 450 "active" projects with highway access permits. -- over half of which are delayed and/or partially completed. The reasons for the delays include but are not limited to the sluggish economy, bankruptcies, utility relocations, and funding shortages. SHA noted that projects' schedules are based upon many factors and it is common for project coordination to extend for more than ten years before the development is completed. Delayed projects therefore do not necessarily reflect economic factors. As a better metric (better than the number of delayed projects now resuming) of the effects of the Great Recession on access permit issuance, SHA compared the number of permits issued in 2004-2008 to those issued in 2009-2013. Overall the second period saw 20 percent fewer permits issued than the first period, which SHA sees as "directly attributable" to the economic downturn which began in 2008.

- Of the access permits issued in 2012 (110 permits) and 2013 (156 permits), SHA reported that approximately one third were older than four years from SHA's first review.
- The 450 active projects have had access permits issued with work within the right-of-way (with expiration dates one year in the future). SHA is waiting for the developers to proceed. SHA can extend the expiration dates. There is no limit on the # of extensions granted. An average year will see approximately six project extensions. Dir. Power asks how SHA proceeds when resuming a project that has been stalled for years. He asked how SHA distinguishes between ongoing projects and those which have had no movement for years – even though all of these have access permits already granted. SHA currently has no reliable way to distinguish between these types of projects.
- SHA reported it can grant retroactive extensions. If the delay is more than 2 years, SHA asks the developer to bring plans up to the current standards. The delay is taken into account when SHA bills the project developer.





- Priority Funding Areas.** SHA and Director Power were surprised that SHA's data show that all access permit projects since Feb. 2012 have been located in priority funding areas. SHA clarified that exceptions to the relevant funding on priority funding areas are currently being rolled into the totals for "Number of Projects Located in Priority Funding Areas." SHA agreed to break out these two categories' data, as a follow up item.
- SHA Expects Full Reimbursement for ARRA Projects by June 30th.** At the previous stat a concern was raised that the number of invoices which SHA receives from local governments for reimbursement for ARRA (American Recovery and Reinvestment Act of 2009) projects had slowed to a halt. SHA reported that 16 projects still have outstanding funds which have yet to be reimbursed. As a follow up item SHA was asked to provide a timeline for when the agency expects to receive the last few remaining invoices for reimbursement from local governments. SHA responded that while all work has been completed on ARRA projects, the agency anticipates that all expenditures will be invoiced by June 30th, i.e., five months from now. These will be federally closed by the federal year end (September 30th, 2014).



- SHA Provided Old Press Materials for Accelerated Bridge Construction Projects.** As a follow up item to the previous stat, SHA was asked to provide press materials for the October 2012 bridge replacement at MD295 and Nursery Road. This project was SHA's first to use the emerging technique of "Accelerated Bridge Construction", which saves time and money by sliding the constructed bridge into place as opposed to building it piecemeal. SHA provided an overview of the 2012 press coverage, attached here in four files. These files are detailed in the table below.

Press Materials for October 2012 Accelerated Bridge Construction Project (MD 295 / Nursery Rd.)		
File Name	File Type	Description
AA259 fact sheet – urgent traffic message	PDF	One-sided, 8.5" x 11" sheet alerting drivers to the location and detour directions.
Bridge on Wheel 30 sec	MP3	Radio message alerting drivers to the dates and location of the project.
Detour Card Final	PDF	Small, two-sided document with map, dates, and detour directions.
West Nursery Road Bridge Replacement Project Summary	PDF	Description of the project and evaluation of the media coverage, both on traditional and social media.